

HEALTH/LIFE SAFETY ANNUAL INSPECTION CHECKLIST (ROE)

Administrative and General Building Requirements

- ☐ 10 yr. Safety Survey* (1)
- ☐ Safety reference plans (2)
- ☐ School safety drills (3)
- ☐ Annual review of crisis plans (4)
- ☐ Hold-open devices (5)
- ☐ Unobstructed exits (6)
- ☐ Emergency lighting + exit signs (7)
- ☐ Testing of emergency lighting (8)
- ☐ Flam/comb liquids + chemicals (9)
- ☐ Functional fire alarm system (10)
- ☐ Fire alarm audibility (11)
- ☐ Manual fire alarm station (12)
- ☐ Functional sprinkler system (13)
- ☐ Clearance above storage (14)
- ☐ Functional standpipe system (15)
- ☐ Fire extinguishers (16)
- ☐ Integrated pest management (17)*
- ☐ Shower/eye wash stations (18)*
- ☐ Alcohol hand-rub dispensers (19)
- ☐ Decorative vegetation (20)
- ☐ Space heaters (21)
- ☐ Furnishings and decorations (22)
- ☐ Interior Wall, Ceiling and Floor Finishes (23)
- ☐ Extension cords/multiple plug adaptors (24)
- ☐ Electrical systems (25)

Arts and Crafts Rooms

- ☐ Fire-rated construction (26)
- ☐ Fire detectors (27)
- ☐ Spray finishing (28)
- ☐ Limited Spraying Spaces (29)
- ☐ Explosion proof fixtures (30)
- ☐ Kiln exhaust (31)
- ☐ Kiln fuel switch (32)
- ☐ Eye glasses (33)*
- ☐ Toxic art supplies (34)*

Auditoriums

- ☐ Posted occupancy loads (37)
- ☐ Number of exits (38)
- ☐ Means of egress arrange (39)
- ☐ Illuminated exit signs (40)
- ☐ Emergency lighting (41)
- ☐ Fire-rated construction (42)
- ☐ Fire alarm audibility (43)
- ☐ Fire detectors (44)

Automotive Shops

- ☐ Emergency lighting (50)
- ☐ Fire-rated construction (51)
- ☐ Fire alarm audibility (52)
- ☐ Fire detectors (53)
- ☐ Spray paint rooms (54)
- ☐ Limited Spraying Spaces (55)
- ☐ Explosion proof lights (56)
- ☐ Welding booth exhaust (57)
- ☐ Eye glasses (58)*

Bleachers and Grandstands

- ☐ Inspection/maintenance (63)*
- ☐ Storage underneath (64)

Boiler Room

- ☐ Door swing (69)
- ☐ Fire-rated construction (70)
- ☐ No combustible storage (71)
- ☐ Fire alarm audibility (72)
- ☐ Fire detectors (73)
- ☐ Emergency fuel switch (74)
- ☐ Inspection posted (75)

Cafeteria (A)

- ☐ Posted occupant loads (80)
- ☐ Number of exits (81)
- ☐ Means of egress arrange (82)
- ☐ Illuminated exit signs (83)
- ☐ Emergency lighting (84)
- ☐ Fire-rated construction (85)
- ☐ Fire alarm audibility (86)
- ☐ Fire detector (87)

Classrooms

- ☐ Doors unlocked (93)
- ☐ Classroom doors (94)
- ☐ Door glass-vision panel (95)*
- ☐ Classroom door swing (96)

Computer Hub Closets

- ☐ Fire detectors (102)

Corridors

- ☐ Number of exits (108)
- ☐ Dead-end travel (109)
- ☐ Illuminated exit signs (110)
- ☐ Emergency lighting (111)
- ☐ Fire-rated construction (112)
- ☐ Width of corridors (113)
- ☐ Storage in corridors (114)
- ☐ Safety glass (115)*
- ☐ New artwork (116)

Elevator and Conveying Systems

- ☐ Does not obstruct egress (121)
- ☐ Certificate of Inspection (122)

Exterior Items

- ☐ Exterior stairs maintained (123)
- ☐ Fire lanes (124)
- ☐ Fire dept connection (125)
- ☐ Fire hydrants (126)

Fire Escape Stairs

- ☐ General (127)
- ☐ Existing fire escapes (128)
- ☐ Access to fire escapes (129)
- ☐ Protection of openings (130)
- ☐ Testing (131)

Greenhouses

- ☐ Fire-rated construction (132)
- ☐ Fire detectors (133)

Gym and Multipurpose Rooms

- ☐ Posted occupant loads (138)
- ☐ Number of exits (139)
- ☐ Means of egress arrange (140)
- ☐ Illuminated exit signs (141)
- ☐ Emergency lighting (142)
- ☐ Fire-rated construction (143)
- ☐ Fire alarm audibility (144)

Home Economics and Family Services Rooms

- ☐ Fire-rated construction (151)
- ☐ Fire alarm audibility (152)
- ☐ Fire detector (153)
- ☐ Exhaust fan (154)

Industrial Technology Labs

- ☐ Emergency lighting (160)
- ☐ Fire-rated construction (161)
- ☐ Fire alarm audibility (162)
- ☐ Fire detectors (163)
- ☐ Welding booth exhaust (164)
- ☐ Eye glasses (165)*

Kitchens

- ☐ Fire-rated construction (176)
- ☐ Fire detectors (177)
- ☐ Fire extinguishers (178)
- ☐ Cooking hood exhaust (179)
- ☐ Exhaust inspections (180)

Filter maintenance (181)

- ☐ Fire extinguishing systems (182)

Library/Media Center (A)

- ☐ Posted occupancy loads (189)
- ☐ Number of exits (190)
- ☐ Means of egress arrange (191)
- ☐ Illuminated exit signs (192)
- ☐ Emergency lighting (193)
- ☐ Fire-rated construction (194)
- ☐ Fire alarm audibility (195)
- ☐ Fire detectors (196)

Mechanical Rooms

- ☐ Fire-rated construction (198)
- ☐ Fire alarm audibility (199)
- ☐ Fire detectors (200)

Music Practice Rooms

- ☐ Fire alarm audibility (201)
- ☐ Sound proofing (202)

Photo Developing Labs

- ☐ Emergency lighting (207)
- ☐ Fire-rated construction (208)
- ☐ Fire detector (209)
- ☐ Exhaust fan (210)
- ☐ Chemical storage (211)

Projection Rooms

- ☐ Emergency lighting (215)
- ☐ Fire-rated construction (216)
- ☐ Fire detector (217)
- ☐ Exhaust fan (218)
- ☐ Safety film sign (219)

Science Laboratories

- ☐ Emergency lighting (224)
- ☐ Fire-rated construction (225)
- ☐ Fire detector (226)
- ☐ Exhaust fan (227)
- ☐ Fume hood exhaust (228)
- ☐ Emergency fuel switch (229)
- ☐ Eye glasses (230)*
- ☐ Chemical storage (231)

Shower and Locker Rooms

- ☐ Number of exits (235)
- ☐ Illuminated exit signs (236)
- ☐ Emergency lighting (237)
- ☐ Fire alarm audibility (238)
- ☐ Exhaust fan (239)*
- ☐ Vapor-proof lights (240)*

Stages (Large)+Accessory Rooms

- ☐ Illuminated exit signs (243)
- ☐ Emergency lighting (244)
- ☐ Fire-rated construction (245)
- ☐ Proscenium wall protection (246)
- ☐ Curtains and scenery (247)
- ☐ Sprinklers and ventilators (248)
- ☐ Standpipes (249)

Stages (Small)

- ☐ Illuminate exit signs (256)
- ☐ Emergency lighting (257)
- ☐ Curtains+scenery (258)
- ☐ Fire detectors (259)

Stages with Storage Under

- ☐ Fire-rated constr (265)
- ☐ Storage only (266)
- ☐ Fire detectors (267)
- ☐ Sprinklers (268)

Stairwells

- ☐ Properly maintained (272)
- ☐ Illuminated exit signs (273)
- ☐ Emergency lighting (274)
- ☐ Stair enclosure (275)
- ☐ No storage (276)
- ☐ Fire detector (277)

Storage/Supply/Closets

- ☐ Fire-rated constr (283)
- ☐ Fire detector (284)
- ☐ Classroom/janitor's (285)

Swimming Pools

- ☐ Occup loads (289) (A)
- ☐ Number of exits (290) (A)
- ☐ Egress arrange (291) (A)
- ☐ Exit signs (292) (A)
- ☐ Emerg lighting (293) (A)
- ☐ Fire-rated constr (294) (A)
- ☐ Fire alarm audibility (295)
- ☐ Vapor-proof lights (296)*
- ☐ Exhaust fan (297)*
- ☐ IDPH equipment (298)*
- ☐ Fire extinguisher (299)

Teachers Workrooms and Lounges

- ☐ Fire-rated constr (301)
- ☐ Fire detector (302)
- ☐ Exhaust fan (303)

Time-Out Rooms

- ☐ Ceiling height (304)
- ☐ Safe construction (305)
- ☐ Locking (306)
- ☐ Monitoring (307)

Toilets

- ☐ Fire alarm audibility (308)
- ☐ Exhaust fan (309)*

Woodworking Shop

- ☐ Emergency lighting (314)
- ☐ Fire-rated constr (315)
- ☐ Fire alarm audibility (316)
- ☐ Fire detectors (317)
- ☐ Fire extinguishers (318)
- ☐ Sawdust collector (319)
- ☐ Eye glasses (320)*
- ☐ Housekeeping (321)

District		Date:
School		
School Address		Inspected by:

Administration & General Building Requirements				
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Y	N	N/A		(Code references found in the Glossary)	Remarks
			1	Safety survey (10 year)*	
			2	Safety reference plans	
			3	School safety drills	
			4	Annual review of crisis plans	
			5	Hold-open devices	
			6	Unobstructed exits	
			7	Emergency lighting and exit signs	
			8	Testing of emergency lighting	
			9	Flammable/combustible liquids + chemicals	
			10	Functional fire alarm system	
			11	Fire alarm audibility	
			12	Manual fire alarm stations	
			13	Functional sprinkler system	
			14	Clearance above storage and from sprinklers	
			15	Functional standpipe system	
			16	Fire extinguishers	
			17	Integrated pest management*	
			18	Shower and eye wash stations*	
			19	Alcohol hand-rub dispensers	
			20	Decorative vegetation	
			21	Space heaters	
			22	Furnishings and decorations	
			23	Interior Wall, Ceiling and Floor Finishes	
			24	Extension cords/multiple adaptors	
			25	Electrical systems	

Specific Requirements for Rooms and Spaces				
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Y	N	N/A		Arts and Crafts Rooms	Remarks
			26	Fire-rated construction and door closers	
			27	Fire detectors	
			28	Spray finishing operations using flammable finishes	
			29	Limited Spraying Spaces	
			30	Explosion proof fixtures	
			31	Kiln exhaust fan	
			32	Kiln fuel switch	
			33	Eye glasses*	
			34	Toxic art supplies*	

Y	N	N/A		Auditoriums	Remarks
			37	Posted occupancy load	
			38	Number of exits	
			39	Means of egress arrangement	
			40	Illuminated exit signs	
			41	Emergency lighting	
			42	Fire-rated construction and door closers	
			43	Fire alarm audibility	
			44	Fire detectors	

Y	N	N/A		Automotive Shops	Remarks
			50	Emergency lighting	
			51	Fire-rated construction and door closers	
			52	Fire alarm audibility	
			53	Fire detectors	
			54	Fire protection in spray paint rooms and booths	
			55	Limited Spraying Spaces	
			56	Explosion proof lights	
			57	Welding booth exhaust	
			58	Eye glasses*	
Y	N	N/A		Bleachers and Grandstands	Remarks
			63	Installation, inspection and maintenance*	
			64	Combustible storage and waste accumulation	
Y	N	N/A		Boiler Room	Remarks
			69	Door swing	
			70	Fire-rated construction and door closers	
			71	No combustible storage	
			72	Fire alarm audibility	
			73	Fire detectors	
			74	Emergency fuel burner switch	
			75	Certificate of inspection posted	
Y	N	N/A		Cafeteria (A)	Remarks
			80	Posted occupant loads	
			81	Number of exits	
			82	Means of egress arrangement	
			83	Illuminated exit signs	
			84	Emergency lighting	
			85	Fire-rated construction and door closers	
			86	Fire alarm audibility	
			87	Fire detectors	
Y	N	N/A		Classrooms	Remarks
			93	Inside of exit doors unlocked	
			94	Classroom doors	
			95	Door glass-vision panel*	
			96	Classroom door swing	
Y	N	N/A		Computer Hub Closets	Remarks
			102	Fire detectors	
Y	N	N/A		Corridors	Remarks
			108	Number of exits	
			109	Dead-end travel	
			110	Illuminated exit signs	
			111	Emergency lighting	
			112	Fire-rated construction	
			113	Capacity and width of corridors	
			114	Storage in corridors and lobbies	
			115	Safety glass*	
			116	New Artwork	

Y	N	N/A		Elevator and Conveying Systems	Remarks
			121	Does not obstruct egress	
			122	Certificate of inspection	
Y	N	N/A		Exterior Items	Remarks
			123	Stairways properly installed and maintained	
			124	Fire lanes	
			125	Fire department connection	
			126	Fire hydrants	
Y	N	N/A		Fire Escape Stairs	Remarks
			127	General	
			128	Existing fire escapes	
			129	Access to fire escapes	
			130	Protection of openings	
			131	Testing	
Y	N	N/A		Greenhouses	Remarks
			132	Fire-rated construction and door closers	
			133	Fire detectors	
Y	N	N/A		Gym and Multipurpose Rooms	Remarks
			138	Posted occupant loads	
			139	Number of exits	
			140	Means of egress arrangement	
			141	Illuminated exit signs	
			142	Emergency lighting	
			143	Fire-rated construction and door closers	
			144	Fire alarm audibility	
Y	N	N/A		Home Economics+Family Services Rooms	Remarks
			151	Fire-rated construction and door closers	
			152	Fire alarm audibility	
			153	Fire detectors	
			154	Exhaust fan	
Y	N	N/A		Industrial Technology Labs	Remarks
			160	Emergency lighting	
			161	Fire-rated construction and door closers	
			162	Fire alarm audibility	
			163	Fire detectors	
			164	Welding booth exhaust	
			165	Eye glasses*	
Y	N	N/A		Kitchens	Remarks
			176	Fire-rated construction and door closers	
			177	Fire detectors	
			178	Fire extinguishers	
			179	Range canopy exhaust	
			180	Inspection and cleaning of cooking exhaust system	
			181	Filter installation and maintenance	
			182	Cooking hood extinguishing systems	

Y	N	N/A		Library and Media Centers (A)	Remarks
			189	Posted occupancy loads	
			190	Number of exits	
			191	Means of egress arrangement	
			192	Illuminated exit signs	
			193	Emergency lighting	
			194	Fire-rated construction and door closers	
			195	Fire alarm audibility	
			196	Fire detectors	
Y	N	N/A		Mechanical Rooms	Remarks
			198	Fire-rated construction and door closers	
			199	Fire alarm audibility	
			200	Fire detectors	
Y	N	N/A		Music Practice Rooms	Remarks
			201	Fire alarm audibility	
			202	Sound proofing used as wall covering	
Y	N	N/A		Photo Developing Rooms	Remarks
			207	Emergency lighting	
			208	Fire-rated construction and door closers	
			209	Fire detectors	
			210	Exhaust fan	
			211	Proper storage of chemicals	
Y	N	N/A		Projection Rooms	Remarks
			215	Emergency lighting	
			216	Fire-rated construction and door closers	
			217	Fire detectors	
			218	Exhaust fan	
			219	Safety film sign	
Y	N	N/A		Science Laboratories	Remarks
			224	Emergency lighting	
			225	Fire-rated construction and door closers	
			226	Fire detectors	
			227	Exhaust fan	
			228	Fume hood exhaust	
			229	Emergency fuel switch	
			230	Eye glasses*	
			231	Proper storage of chemicals	
Y	N	N/A		Shower and Locker Rooms	Remarks
			235	Number of exits	
			236	Illuminated exit signs	
			237	Emergency lighting	
			238	Fire alarm audibility	
			239	Exhaust fan*	
			240	Vapor-proof lights*	

Y	N	N/A		Stage (Large), and Accessory Areas	Remarks
			243	Illuminated exit signs	
			244	Emergency lighting	
			245	Fire-rated construction and door closers	
			246	Proscenium wall protection	
			247	Curtains and scenery	
			248	Sprinkler systems and ventilators	
			249	Standpipes for stages	
Y	N	N/A		Stages (Small)	Remarks
			256	Illuminated exit signs	
			257	Emergency lighting	
			258	Curtains and scenery	
			259	Fire detectors	
Y	N	N/A		Stages with Storage Underneath	Remarks
			265	Fire-rated construction and door closers	
			266	Noncombustible storage only	
			267	Fire detectors	
			268	Sprinklers	
Y	N	N/A		Stairwells	Remarks
			272	Properly maintained stairs	
			273	Illuminated exit signs	
			274	Emergency lighting	
			275	Interior exit stair enclosure	
			276	No storage under stairs	
			277	Fire detectors	
				Storage/Supply/Closets	Remarks
Y	N	N/A	283	Fire-rated construction and door closers	
			284	Fire detectors	
			285	Classroom/janitor's closets	
Y	N	N/A		Swimming Pools	Remarks
			289	Posted occupancy loads (A)	
			290	Number of exits (A)	
			291	Means of egress arrangement (A)	
			292	Illuminated exit signs (A)	
			293	Emergency lighting (A)	
			294	Fire-rated construction (A)	
			295	Fire alarm audibility	
			296	Vapor-proof lights*	
			297	Exhaust fan*	
			298	IDPH safety equipment*	
			299	Fire extinguishers	
Y	N	N/A		Teacher's Workroom/Lounge	Remarks
			301	Fire-rated construction and door closers	
			302	Fire detectors	
			303	Exhaust fan	

*Will not be addressed by fire service personnel
(A) When room or area is classified as an Assembly Occupancy

[illegible]

August 30, 2011